

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 JUN -7 PM 4:20

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☐ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): 28 May 2019- 01 June 2019

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$1,094.30 round-trip flights and flight to Medellin, Colombia	Hotel Rosales: \$198.42	\$110.46	Wireless Headsets and translators: \$391.86
<input checked="" type="checkbox"/> Actual Amount	Passenger vans: \$66.37	InterContinental: \$290.74		

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	N/A	N/A	N/A	N/A
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See attached itinerary.

6/7/19

(Date)

Loulyana Sanez

(Printed name of traveler)

[Signature]

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/7/19

(Date)

[Signature]

(Signature of Supervising Senator/Officer)



Woodrow Wilson
International
Center
for Scholars

**Wilson Foreign Policy Fellowship Program
2019 Congressional Staff Delegation to Colombia
*May 28, 2019 – June 1, 2019***

TUESDAY, MAY 28TH

PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA

2:45 PM **DEPART WASHINGTON DULLES – AVIANCA #247**

7:24 PM **ARRIVE BOGOTA AIRPORT**

8:45 PM **HOTEL CHECK-IN**
 LOCATION: HOTEL ROSALES PLAZA
 CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

OVERNIGHT: BOGOTÁ, COLOMBIA

WEDNESDAY, MAY 29TH

BOGOTÁ, COLOMBIA

FOCUS: PEACE PROCESS IMPLEMENTATION, VENEZUELAN MIGRATION, COUNTER-NARCOTICS
ATTIRE: BUSINESS CASUAL (WEAR COMFORTABLE SHOES)

8:00 AM **DEPARTURE FROM HOTEL – MEET IN LOBBY**

8:00 – 8:45 AM **TRAVEL TO U.S. EMBASSY BOGOTÁ**

8:45 – 9:00 AM **SECURITY POST I (BADGES)**
 LOCATION: U.S. EMBASSY BOGOTÁ
 CL. 24 BIS #48-50

9:00 – 10:00 AM **CHARGÉ D'AFFAIRES GREETING AND COUNTRY OVERVIEW**
 LOCATION: NEW YORK CONFERENCE ROOM
 TOPICS: PEACE IMPLEMENTATION BRIEFING (POL, USAID); COUNTER-
 NARCOTICS BRIEFING (INL, DEA, USAID); MIGRATION BRIEFING (POL,
 PRM, USAID)

10:00 – 10:20 AM **TRAVEL TO BUS TERMINAL SALITRE**

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



- 10:20 – 11:15 AM **VISIT BUS TERMINAL SALITRE TO SEE UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) MIGRANT REFERRAL CENTER AND INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM) TRANSPORTATION AND MEDICAL SERVICES, JOINED BY MAYOR'S OFFICE OFFICIALS**
LOCATION: MODULO 5, LOCAL 124, SUPER CADE, DG. 23 #69A-55
SITE OFFICER: PATRICIA AGUILO
- 11:15 AM – 12:00 PM **TRAVEL TO UNHCR**
- 12:00 – 1:30 PM **WORKING LUNCH WITH UNHCR, IOM, AND THE WORLD FOOD PROGRAM***
LOCATION: UNHCR, CALLE 71, #12-55
POC: PRM
(CATERING FOR 22 PEOPLE ARRANGED BY UNHCR AND PAID FOR BY WILSON CENTER)
- 1:30 – 2:00 PM **TRAVEL TO UN MISSION IN COLOMBIA**
- 2:00 – 3:00 PM **MEETING WITH RAUL ROSENDE, UN VERIFICATION MISSION***
LOCATION: UN MISSION IN COLOMBIA, CALLE 95 #13-35, TORRE B
POC: ANDREW LEAHY, +57.310.242.0294
- 3:00 – 3:30 PM **TRAVEL TO USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE**
- 3:30 – 4:30 PM **MEETING WITH TRUTH COMMISSION AND MISSING PERSONS UNIT**
LOCATION: USAID JUSTICE FOR SUSTAINABLE PEACE PROJECT OFFICE
CRA. 7 #74-56, PISO 16
SITE OFFICER: AMALIA ERASO, +57.320.458.9615
- 4:30 – 5:00 PM **TRAVEL TO HOTEL ROSALES PLAZA**
- 5:00 – 7:00 PM **NO PROGRAMMING**
- 7:00 – 9:00 PM **EVENING MEETING: JUAN FORERO AND/OR KEJAL VYAS (WALL STREET JOURNAL), ALFONSO CUÉLLAR (SEMANA), MARÍA VICTORIA LLORENTE (FUNDACIÓN IDEAS PARA LA PAZ); JUAN ESTEBAN LEWIN (LA SILLA VACIA)***
LOCATION: HOTEL ROSALES PLAZA
- 9:00 PM **END PROGRAMMING**

OVERNIGHT: BOGOTÁ, COLOMBIA

THURSDAY, MAY 30TH

BOGOTÁ AND MEDELLIN, COLOMBIA

ATTIRE: BUSINESS

- 8:00 AM – 9:15 AM BREAKFAST IN HOTEL WITH NORWEGIAN REFUGEE COUNCIL**
LOCATION: HOTEL ROSALES PLAZA
SITE OFFICER: WARD MILLER
- 9:30 – 10:30 AM TRAVEL TO CASA DE NARIÑO**
- 10:30 – 11:30 AM MEETING WITH FELIPE MUÑOZ, PRESIDENTIAL COUNSELOR FOR THE COLOMBIA-VENEZUELA BORDER***
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26
POC: JAMES MOSHER, +57.320.347.3010
- 11:30 AM – 12:30 PM MEETING WITH EMILIO JOSE ARCHILA, HIGH COUNSELLOR, STABILIZATION***
LOCATION: CASA DE NARIÑO, CRA. 8 #7-26
POC: EMILY WANN, +57.323.208.6759
- 12:30 PM DEPARTURE TO BOGOTÁ AIRPORT**
- 1:15 PM ARRIVAL AT THE AIRPORT (LUNCH ON OWN)**
- 2:10 PM DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**
- 3:30 PM ARRIVAL IN MEDELLIN**
- 3:30 – 4:15 PM TRAVEL TO INTERCONTINENTAL HOTEL**
- 4:15 PM HOTEL CHECK-IN**
LOCATION: INTERCONTINENTAL HOTEL
CALLE 16, VARIANTE LAS PALMAS ##28-51
- 4:15 – 6:30 PM NO PROGRAMMING**
- 6:30 – 8:30 PM DINNER WITH PRO-ANTIOQUIA AND PRIVATE SECTOR MEMBERS**
LOCATION: INTERCONTINENTAL HOTEL
MODERATOR AND SITE OFFICER: NATHALIE RENAUD, +57.313.887.3493
(PLATED DINNERS FOR 24 PEOPLE, SEATS FOR 23 PEOPLE)

AGENDA DATE: May 24, 2019

* Indicates meeting organized by the Wilson Center directly



8:30 PM

END PROGRAMMING

OVERNIGHT: MEDELLIN, COLOMBIA

FRIDAY, MAY 31ST

MEDELLIN, COLOMBIA

FOCUS: PEACE IMPLEMENTATION AND VENEZUELAN MIGRATION

ATTIRE: CASUAL (WEAR COMFORTABLE SHOES)

7:45 AM DEPART HOTEL – MEET IN LOBBY

7:45 – 8:30 AM TRAVEL TO HEALTH CLINIC

8:30 – 9:30 AM HEALTH CLINIC

LOCATION: CRA. 84 # 33AA-159, BARRIO LAURELES LA CASTELLANA
SITE OFFICER: RAJ MARWAHA, +1.202.227.8089

9:30 – 10:00 AM TRAVEL TO COMUNA 5 - BARRIO CASTILLA

10:00 – 11:10 AM COMUNA 5 - BARRIO CASTILLA TO VISIT “LOCAL PEACE INITIATIVES:
- CONSTRUCTING SAFE AND RESILIENT COMMUNITIES” PROJECT

LOCATION: CARRERA 69C #92BB-58, BARRIO FRANCISCO ANTONIO ZEA
(CASTILLA) ETAPA 4 – MEDELLÍN
SITE OFFICER: CAMILA GOMEZ, +57.311.259.8892

11:10 – 11:30 AM TRAVEL TO BOTANICAL GARDEN

11:30 AM – 12:45 PM MEETING WITH FORMER CHILD SOLDIERS AND COLOMBIAN AGENCY
FOR NORMALIZATION AND REINCORPORATION (ARN)

LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302;
CAMILA GOMEZ, +57.311.259.8892

12:45 – 2:00 PM LUNCH

LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: FRANK SO, +57.321.490.0721

2:00 – 2:30 PM

MEETING WITH U.N. OFFICE OF THE HIGH COMMISSION FOR HUMAN
RIGHTS (UNOHCHR) REGIONAL REPRESENTATIVE

LOCATION: BOTANICAL GARDEN, CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302



- 2:30 – 3:30 PM **MEETING WITH HUMAN RIGHTS DEFENDERS**
LOCATION: BOTANICAL GARDEN; CALLE 73 #51D14
SITE OFFICER: SOL GAITAN, +57.320.829.0302
- 3:30 – 4:00 PM **TRAVEL TO CASA HOGAR SER FELIZ SAS**
- 4:00 – 5:00 PM **MEETING WITH UNHCR AND RED CROSS**
LOCATION: CASA HOGAR SER FELIZ SAS: CARRERA 47 #63-36, PRADO
CENTRO
SITE OFFICER: PRM OR FRANK SO, +57.321.490.0721
- 5:00 – 5:30 PM **TRAVEL TO INTERCONTINENTAL HOTEL**
- 5:30 PM **END PROGRAMMING – DINNER ON OWN**

OVERNIGHT: MEDELLIN, COLOMBIA

SATURDAY, JUNE 1ST

MEDELLIN, COLOMBIA

PARTICIPANTS TRAVEL TO WASHINGTON, DC

ATTIRE: CASUAL

- 10:30AM **DEPART HOTEL – MEET IN LOBBY**
- 10:30 – 11:00 AM **TRAVEL TO COLVENZ**
- 11:00 AM– 12:00 PM **MEETING WITH COLVENZ (VENEZUELAN-RUN AND FOCUSED NGO)**
LOCATION: COLVENZ, CRA. 45D #57-12
SITE OFFICER: FRANK SO, +57.321.490.0721
- 12:00 PM **TRAVEL TO MEDELLIN AIRPORT (LUNCH ON OWN)**
- 3:09 PM **DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128**
- 7:45 PM **ARRIVE MIAMI AIRPORT**
- 9:43 PM **DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362**
- 12:15 AM **ARRIVE REAGAN NATIONAL AIRPORT**



**List of Invitees | Wilson Foreign Policy Fellowship Program Trip to Colombia
May/ June 2019 | United States Senate**

Name: Loully Saney

Title: Deputy Press Secretary, Office of Senator Tim Kaine

Name: Kate Hunter

Title: Legislative Assistant, Office of Senator Johnny Isakson

Name: Katherine Close

Title: Legislative Correspondent, Office of Senator Ben Cardin

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TELEPHONE: (202) 224-2981
FACSIMILE: (202) 224-7418
TDD: (202) 228-3752

² The term “any point throughout your trip” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 2.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

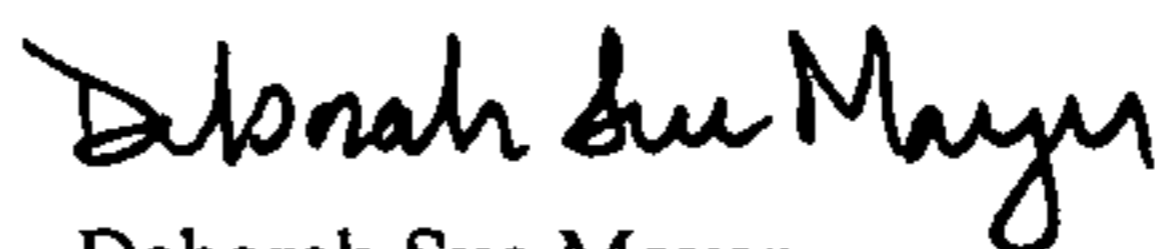
The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.³ However, the Wilson Center represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁴

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁵ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁶ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁴ 26 U.S.C. § 501(c)(3).

⁵ 5 U.S.C. § 7342.

⁶ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$127,914 for CY 2019) or is a political fund designee and is required to file Financial Disclosure Reports.

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
ETHIC APR 19 19PM 3:52

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Loulyana Saney

Name of Traveler: _____

Office of Senator Tim Kaine

Employing Office/Committee: _____

Private Sponsor(s) (list all): Woodrow Wilson International Center for Scholars

Travel date(s): May 28, 2019 to June 1, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Bogotá, Colombia; Medellin, Colombia

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a member of Senator Kaine's communications team, I help work on press efforts highlighting Senator Kaine's work on the Senate Foreign Relations and Armed Services Committees. Last month, I worked closely on press efforts around Kaine's trip to the Venezuela-Colombia border where he met with refugees and local leaders. As a member of the Foreign Relations Subcommittee on the Western Hemisphere, Kaine has been focused closely on U.S. foreign policy toward South America -- and as a result, this has been a focus of our work on the communications side as well.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/19/19
(Date)

Loulyana Saney
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sen. Tim Kaine hereby authorize Loulyana Saney
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/19/19
(Date)

Tim Kaine
(Signature of Supervising Senator/Officer)



Woodrow Wilson
International
Center
for Scholars

**Wilson Foreign Policy Fellowship Program
2019 Congressional Staff Delegation to Colombia
*May 28, 2019 – June 1, 2019***

TUESDAY, MAY 28TH

PARTICIPANTS TRAVEL TO BOGOTÁ, COLOMBIA

2:45 PM	DEPART WASHINGTON DULLES – AVIANCA #247
7:24 PM	ARRIVE BOGOTA AIRPORT
8:45PM	HOTEL CHECK-IN LOCATION: HOTEL ROSALES PLAZA CALLE 72 # 5-47, BOGOTÁ, CUNDINAMARCA, COLOMBIA

OVERNIGHT: BOGOTÁ, COLOMBIA

WEDNESDAY, MAY 29TH

BOGOTÁ, COLOMBIA

FOCUS: COUNTER-NARCOTICS, PEACE PROCESS IMPLEMENTATION, VENEZUELAN REFUGEES

8:15 AM	DEPARTURE FROM HOTEL – MEET IN LOBBY
8:15 – 8:50 AM	TRAVEL TO US EMBASSY
8:50 – 9:00 AM	SECURITY POST I (BADGES) LOCATION: U.S. EMBASSY AVENIDA CALLE 26, BOGOTÁ, COLOMBIA
9:00 – 11:00 AM	MEETING WITH CONSOLIDATED EMBASSY COUNTRY TEAM FOCUS: DEA-COUNTER NARCOTICS, ECON, AID
11:00 AM – 12:00 PM	TRAVEL TO HOTEL ROSALES PLAZA

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12:00 - 1:30 PM **MEETING WITH UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES, INTERNATIONAL ORGANIZATION FOR MIGRATION AND THE WORLD FOOD PROGRAM**
 LOCATION: HOTEL ROSALES PLAZA
 FOCUS: THE VENEZUELA RESPONSE

1:30 – 2:00 PM **TRAVEL TO UN MISSION IN COLOMBIA**

2:00 – 3:00 PM **MEETING WITH CARLOS MASSIEU, *UN VERIFICATION MISSION***
 LOCATION: UN MISSION IN COLOMBIA
 CL. 95 #13-35 PL. 4

3:00 – 3:30 PM **TRAVEL TO PALACIO NARIÑO**

3:30 – 4:30 PM **MEETING WITH EMILIO JOSE ARCHILA, *HIGH COUNSELLOR, POST CONFLICT***
 LOCATION: PALACIO NARIÑO
 CRA 8 #7-26

4:30 – 5:45 PM **TRAVEL TO HOTEL ROSALES PLAZA**

5:45 – 7:00 PM **NO PROGRAMMING**

7:00 – 8:00 PM **EVENING MEETING WITH LEADING JOURNALISTS: JUAN FORERO (WALL STREET JOURNAL, NICHOLAS CASEY (NEW YORK TIMES), JOHN OTIS (NPR), JUANITA LEON (LA SILLA VACIA)**
 LOCATION: HOTEL ROSALES PLAZA

8:00 PM **END PROGRAMMING**

OVERNIGHT: BOGOTÁ, COLOMBIA

THURSDAY, MAY 30TH

BOGOTÁ, COLOMBIA AND MEDELLIN, COLOMBIA

8:00 AM **DEPART HOTEL – MEET IN LOBBY**

8:00 – 8:30 AM **TRAVEL TO FOREIGN MINISTRY**

8:30 – 10:00 AM **MEETING WITH CARLOS TRUJILLO, FOREIGN MINISTER, FELIPE MUNOZ, AND VICTOR BAUTISTA**
 LOCATION: FOREIGN MINISTRY
 PALACE OF SAN CARLOS: CALLE 10 # 5-51 BOGOTÁ DC, COLOMBIA

10:00 – 10:30 AM **TRAVEL TO NRC COLOMBIA**
LOCATION: CARRERA 9 #81A-26, PISO 8, BOGOTA,

10:30 – 12:30 PM **MEETING WITH NRC COLOMBIA**

12:30 PM **DEPARTURE TO BOGOTÁ AIRPORT**

2:10 PM **DEPARTURE FLIGHT - AVIANCA #9318 (BOG-MDE)**

3:30 PM **ARRIVAL IN MEDELLIN**

3:30 – 4:15 PM **TRAVEL TO THE CHARLEE HOTEL**

4:15 PM **HOTEL CHECK-IN**
LOCATION: THE CHARLEE HOTEL
CL. 9A ###37-16, MEDELLIN, ANTIOQUIA, COLOMBIA

4:15 – 6:30 PM **NO PROGRAMMING**

6:30- 8:30 PM **DINNER WITH MAYOR FEDERICO GUTIERREZ**
LOCATION: THE CHARLEE HOTEL

8:30 PM **END PROGRAMMING**

OVERNIGHT: MEDELLIN, COLOMBIA

FRIDAY, MAY 31ST

MEDELLIN, COLOMBIA

FOCUS: RURAL DEVELOPMENT AND VENEZUELAN REFUGEES

8:40 AM **DEPART HOTEL – MEET IN LOBBY**

8:40 – 9:00 AM **TRAVEL TO ATANSIO GIRADOT SPORTS COMPLEX**

9:00 – 10:30 AM **MEETING WITH STAFF OF MEDELLIN MAYOR**
LOCATION: ATANASIO GIRARDOT SPORTS COMPLEX
CRA. 74 #48010, MEDELLIN, ANTIOQUIA
FOCUS: TOUR OF “MAS DE 90 MINUTOS”, VIOLENCE PREVENTION ACTIVITY
WITH YOUTH

10:30 – 10:45 AM **TRAVEL TO ARN**

10:45 AM – 12:00 PM **MEETING WITH ANDRES STAPPER, ARN REPRESENTATIVE**
LOCATION: ARN
Carrera 64C # 72-58 Tránsito Barrio Caribe

12:00 – 12:15PM **TRAVEL TO MONDONGOS**

12:15 – 1:15PM **LUNCH**
LOCATION: MONDONGO'S
CL. 10 ##38-38, MEDELLÍN, ANTIOQUIA, COLOMBIA

1:15 – 1:30 PM **TRAVEL TO ORO LÉgal**

1:30 – 2:00 PM **MEETING WITH ORO LEGAL: PETER DOYLE, CHIEF OF PARTY**
LOCATION: ORO LEGAL
CARRERA 10 No. 97A – 13 TORRE A – PISO 6; EDIFICIO BOGOTÁ TRADE CENTER
FOCUS: ILLEGAL MINING

2:00 – 3:00 PM **MUJERES DE ORO: GDA – ALLIANCE WITH JAIME ARTIAGA & ASOCIADOS AND MINEROS, SA; JULIAN VASQUEZ, COP.**
LOCATION: JAIME ARTIAGA & ASOCIADOS
CARRERA 48 #20-34 CENTRO EMPRESARIAL, MEDELLIN, ANTIOQUIA
FOCUS: MINING & WOMEN'S EMPOWERMENT

3:00 – 3:30 PM **TRAVEL TO PROANTIOQUIA**

3:30 – 4:30 PM **MEETING WITH RAFAEL AUBAD, PRESIDENT OF PROANTIOQUIA**
LOCATION: PROANTIOQUIA: CARRERA 43 A NRO. 1 – 50 COMPLEJO SAN FERNANDO PLAZATORRE 1, PISO 12
FOCUS: SUSTAINABLE DEVELOPMENT

4:30 – 5:00 PM **TRAVEL TO RED CROSS**

5:00 – 6:00 PM **MEETING WITH RED CROSS, DR. OLGA BEATRIZ KARLEZ**
LOCATION: CRUZ ROJA MEDELLIN
A 25-447, CRA. 50 #25-329, MEDELLIN, ANTIOQUIA

6:00 – 6:15 PM **TRAVEL TO THE CHARLEE HOTEL**

6:15 PM **END OF PROGRAMMING – PARTICIPANTS TO ACQUIRE DINNER BY THEIR OWN MEANS**

OVERNIGHT: MEDELLIN, COLOMBIA

SATURDAY, JUNE 1ST

MEDELLIN COLOMBIA

PARTICIPANTS TRAVEL TO WASHINGTON, DC

9:00 AM	DEPART HOTEL – MEET IN LOBBY
9:00 – 10:00 AM	TRAVEL TO COLVEN
10:00 AM – 12:00 PM	MEETING WITH COLVEN (NGO), CHURCH GROUP, ARLES PAREDA, PRESIDENT LOCATION: COLVEN
12:00 PM	TRAVEL TO MEDELLIN AIRPORT
3:09 PM	DEPART MEDELLIN AIRPORT – AMERICAN AIRLINES #1128
7:45 PM	ARRIVE MIAMI AIRPORT
9:43 PM	DEPART MIAMI AIRPORT – AMERICAN AIRLINES #2362
12:15 AM	ARRIVE REAGAN NATIONAL AIRPORT

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Woodrow Wilson International Center for Scholars
2. Description of the trip: Wilson Center Foreign Policy Fellowship Program Alumni trip focusing on the the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.
3. Dates of travel: Tuesday, May 28th to Saturday, June 1st, 2019
4. Place of travel: Bogotá, Colombia; Medellin, Colombia
5. Name and title of Senate invitees: See attached list.
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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USE ONLY IF YOU CHECKED QUESTION 6(B)
 I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- OR -

- OR -**

- 10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

chartered by Congress. The Carnegie Corporation provides funding to Foreign Policy Fellowship Program

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

See attached sheet.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$1,200 per person for round-trip in coach air flights \$865 for armored van (recommended by Dept of State) for transportation to and from site visits	\$528 total for 4 nights	\$447 total for 5 days.	\$383 for translators and wireless headsets.

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

See attached sheet.

19. Name and location of hotel or other lodging facility:

Rosales Plaza Hotel, Cl. 72 #5-47, Bogotá, Cundinamarca, Colombia

The Charlee Hotel, Cl. 9a ###37-16, Medellín, Antioquia, Colombia

20. Reason(s) for selecting hotel or other lodging facility:

These hotels were selected because of their central location and proximity to many of our site visits.

Prices within the per diem rate.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Daily expenses are less than or equal to the maximum set for official Federal Government Travel by the

GSA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be traveling coach class by commercial air. In Bogota and Medellin, participants will travel to and from locations in an armored van on 5/28, 5/29, 5/30, 5/31 and 6/1.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor: Michael Forster

Name and Title: Michael Forster, Chief Operating Officer

Name of Organization: Woodrow Wilson International Center for Scholars

Address: 1300 Pennsylvania Ave, NW, Washington, DC 20004

Telephone Number: 202.691.4366

Fax Number: _____

E-mail Address: michael.forster@wilsoncenter.org



**Woodrow Wilson International Center for Scholars
Foreign Policy Fellowship Program**

Private Sponsor Travel Certification Form – Pre Trip -Additional Responses

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Wilson Foreign Policy Fellowship Program aims to educate Congressional staffers on foreign policy issues critical to U.S. national security, as well as to foster bipartisan working relationships. The Wilson Center is a Trust Instrumentality of the US government and was established by an Act of Congress in 1968. The trip supplements the work of the program's six-week seminar series, providing fellows with an opportunity to gain first-hand understanding of some of the policy challenges and opportunities discussed in the seminars. The focus for this trip is to study the impact and policy implications of the current Venezuelan refugee crisis, counter-narcotics and peace process implementation.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

The Woodrow Wilson Center has organized multiple prior congressional trips: a staff delegation for fellowship alumni to Mexico, focusing on border security and the U.S.-Mexico bilateral relationship; a staff trip to Canada focusing on US-Canadian relations, security, trade and natural resources; four staff trips to New York City focusing on homeland security, a staff trip in 2016 to Colombia to focus on the FARC negotiations, a staff trip to Ireland focusing on international cybersecurity policies; and a staff trip to Europe (Paris, Brussels and Berlin) to focus on the European legislative process, NATO and partner delegations. The Wilson Center also sponsored multiple congressional trips through its Wilson Center on the Hill (WCOH) Program, which ended in December 2011. WCOH was a nonpartisan forum that focused on current issues related to international trade and security, sustainable development, and globalization. In its three years of existence, WCOH led two Member trips and two staff trips.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Wilson Center is the official memorial to President Woodrow Wilson. In addition to carrying out public meetings and events, the Center hosts preeminent scholars and experts from around the globe who are researching topics of national and international relevance. The Center also welcomes school groups (both high school and college students) from all over the United States and the world to explore the Wilson Center and its Presidential Memorial Exhibition and Learning Center. A list of recent programs can be found on the Center's website at www.wilsoncenter.org.

18. Reason for selecting the location of the event or trip.

Colombia was selected as the destination for this trip in order to study the current Venezuelan refugee crisis that is occurring across the border. Our meetings will focus on the response of the Colombian government in dealing with the refugee crisis through meetings with the United Nations, Human Rights groups and the World Food Program. Additionally, we selected this trip for Colombia's role in counter-narcotics and implementing the nation's peace process with the FARC.



**List of Invitees | Wilson Foreign Policy Fellowship Program Trip to Colombia
May/ June 2019 | United States Senate**

Name: Loully Saney

Title: Deputy Press Secretary, Office of Senator Tim Kaine

Name: Kate Hunter

Title: Legislative Assistant, Office of Senator Johnny Isakson

Name: Katherine Close

Title: Legislative Correspondent, Office of Senator Ben Cardin

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Wilmoth, Kathy (Kaine)

From: Loullyana Saney <[REDACTED]>
Sent: Friday, April 19, 2019 2:47 PM
To: Wilmoth, Kathy (Kaine)
Subject: Fwd: Colombia Trip

Sent from my iPhone

Begin forwarded message:

From: Paige Rotunda <Paige.Rotunda@wilsoncenter.org>
Date: March 18, 2019 at 1:03:23 PM EDT
To: "loullysaney@[REDACTED]"; <loullysaney@[REDACTED]>
Subject: Colombia Trip

Hi Loully,

We would be delighted to have you join us on our Staff Delegation to Colombia from May 28, 2019 to June 1, 2019. To confirm your attendance please email me at Paige.Rotunda@wilsoncenter.org by **Friday, March 29th**.

The first leg of this trip will be in Bogotá, where we will meet with government officials. The next part of the trip will be in a northern part of the country that is currently dealing with the Venezuelan crisis. The trip will be funded by a grant from the Carnegie Corporation, thus requiring ethics approval. We will send you an itinerary as soon as it is finalized.

Thank you!
Paige

Paige Rotunda
Congressional Relations Assistant
Office | 202.691.4213
Paige.Rotunda@wilsoncenter.org

